

TITLE OF FEE	CURRENT AMOUNT	PROPOSED AMOUNT	PERCENT OF CHANGE	PROJECTED ANNUAL REVENUE INCREASE	PROPOSED EFFECTIVE DATE	PRIOR TWO REVISIONS OF FEE

For conference/workshop/seminar requests: Will Conference Planning and Operations be providing services?
 If not, you will need to contact the University & Student Business Services' Office Assistant Manager - Cash Transactions at 901.678.5097 to coordinate payments. Yes No

Provide explanation for the establishment of the fee or the change in the amount of the fee (attach additional documentation if needed). Include with the fee request a budget of estimate revenue and list of expenses. If requesting a conference, workshop or event registration fee, attach copy of publication (website, brochure, etc.).

REFUND POLICY**FOAPAL**

If requesting a new FOAPAL, leave below blank. New "FOAPAL" requests will be processed by Accounting after fee/budget is approved. New or Revised Fee may not be assessed until you are notified of approval.

FUND	ORGN	ACCT	PROG	ACTV	LOCN
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REQUEST FOR APPROVAL

NAME OF REQUESTER <i>(please print)</i>	SIGNATURE	DATE
DEPARTMENT	EMAIL ADDRESS	PHONE
DEAN/DIRECTOR NAME	SIGNATURE	DATE
VICE PRESIDENT/PROVOST	SIGNATURE	DATE

REVIEWED BY

SIGNATURE	DATE
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RECOMMEND APPROVAL/APPROVED

USBS DESIGNEE	DATE
CHIEF FINANCIAL OFFICER	DATE

APPROVED **APPROVED TO BE SUBMITTED TO THE BOARD**

PRESIDENT	DATE
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